

Swallows Charter Academy Employee Handbook

Effective August 2025

Statements in this handbook and any verbal statements made by administration do not create an express or implied employment contract. Only the governing “Board” of Swallows Charter Academy (“SCA”) can enter into employment agreements that are not at-will. See Section 1 - Introduction. Employees and SCA have the right to terminate employment at any time (employment at-will). This current handbook edition supersedes all previously issued editions. Guidelines and benefits outlined in this handbook are only summaries and are not all-inclusive regarding the expectations and requirements for employment with SCA. SCA retains the right to change the contents of this handbook without notice. Not all possible situations are described herein; administration reserves the right to exercise discretion in applying the guidelines contained herein.

Refer any questions to the Executive Director or Director of School Services.

Dr. Cindy Compton, Executive Director
101 Civic Center Drive
Pueblo West, CO 81007

Dear Fellow Spartans,

Welcome to Swallows Charter Academy! I want to thank you for becoming part of a team of educators who are committed to providing a world-class educational opportunity for our students. This Handbook contains information that you will need throughout your employment at Swallows Charter Academy. This employee handbook is located on the SCA website along with a list of policies that govern our school and your employment with SCA. The website address is: <http://sca.district70.org/>.

SCA is a public charter school authorized by Pueblo School District 70. SCA is governed by its own Board of Directors who are elected by SCA parents.

The employee handbook contains the policies and procedures that apply to all employees of SCA. Please take the time to thoroughly review the handbook and SCA policies and procedures as they are derived in many cases from federal, state, and local laws.

I again welcome you to Swallows Charter Academy. Every one of our students is a unique individual with special gifts. As a team, we can facilitate student success “from crayons to college.” Welcome!!

Warmest Regards,

Dr. Cindy Compton, SCA Executive Director

MISSION STATEMENT

The Mission of Swallows Charter Academy (“SCA”) is to encourage all students to strive for academic excellence by providing a content-rich and rigorous curriculum in a safe and respectful environment that nurtures character development and supports creative expression.

VISION STATEMENT

SCA envisions a community working to produce lifelong learners who are problem solvers, well-rounded citizens, critical thinkers, team players, good decision makers, and leaders of tomorrow.

SECTION 1. INTRODUCTION

This employee handbook (“Handbook”) is designed to acquaint you with SCA. The Handbook does not create, and should not be interpreted as creating, an expressed or implied contract of employment. The Handbook also does not create, and should not be interpreted as creating property rights, privacy rights, rights to due process, or other contractual or constitutional rights. This Handbook is a summary of SCA policies but is not exhaustive of all SCA policies. Not all possible situations are described herein; management reserves the right to exercise discretion in applying the policies contained herein. You are responsible for reading, understanding, and complying with the provisions of this Handbook.

1.1. CHANGES IN POLICY

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, SCA reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. This Handbook replaces and supersedes all previous SCA employee handbooks. If there is a conflict between the provisions of this Handbook and any oral statements made by any employee or agent of SCA, either before or after your receipt of this Handbook, the terms of this Handbook shall govern.

SECTION 2 – DEFINITIONS

2.1. EMPLOYEE

An “employee” of SCA is a person who regularly works for SCA on a wage or salary basis and who SCA has the right to control the means and manner of the employee’s performance. Employees are issued letters covering their position and work days and hours. These letters are typically updated yearly, but may be updated by SCA from time to time. Employees may include exempt, non-exempt, school year, annual, full-time, part-time, and temporary employees, but shall not include properly classified independent contractors.

2.2. EXEMPT EMPLOYEES (CERTIFIED)

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) as being salaried exempt are not eligible for overtime pay.

2.3. NON-EXEMPT EMPLOYEES (NON-CERTIFIED)

Employees whose positions meet specific criteria established by the FLSA for being hourly non- exempt are paid one and one half of their regular rate of pay for hours worked in excess of 40 hours in a work week, 12 hours per workday, and 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages. Holidays and other time off, whether paid or unpaid, do not count as time worked for computing overtime. A work week begins on Sunday at midnight and ends on Saturday at midnight.

~~2.4. SCHOOL YEAR EMPLOYEES~~

~~Employees who work fewer than 210 days per year according to their At-Will employment letter.~~

~~2.5. ANNUAL EMPLOYEES~~

~~Employees who work 210 or more days per year according their At-Will employment letter.~~

2.6. FULL TIME EMPLOYEES

Employees who regularly work thirty (30) or more hours per week.

2.7. PART TIME EMPLOYEES

Employees who regularly work fewer than thirty (30) hours per week.

2.8. TEMPORARY EMPLOYEES (Full Time or Part Time)

Individuals hired for a specific period of time that is sixty (60) days or less, or to assist in the completion of a specific project, are temporary employees. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary employees retain that status until they are notified in writing of a change to their employment classification. Temporary employees are not eligible for benefits or Annual Leave (AL) except as required by law.

SECTION 3 – EMPLOYMENT POLICIES

3.1. EMPLOYMENT APPLICATIONS

SCA relies on the accuracy of information contained in employment applications as well as other data presented throughout the hiring process and employment. Any misrepresentation, falsification or material omission in any of this information or data may result in exclusion of the individual from further consideration for employment. If discrepancies are found after an employee has begun employment, SCA may terminate the employment relationship with that individual.

Employees are responsible for notifying SCA of any change in background and criminal records within five (5) business days of the change. Failure to do so may result in termination.

3.2. EMPLOYMENT RELATIONSHIP: EMPLOYMENT AT-WILL

Employees of SCA are employed directly by the school and not by a district. SCA retains autonomy over its employment policies and practices and establishes its own qualifications, pay scale and professional expectations. All SCA employees are at-will employees whose employment can be terminated by SCA at its discretion, at any time, with or without advance notice, and with or without cause. SCA employees are free to resign from employment at any time, with or without advance notice, and for any reason.

3.3. ANTI-DISCRIMINATION/HARASSMENT

SCA is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. Consequently, it is the school's policy that no person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, intimidation, or harassment under any school program or activity on the basis of ethnicity or race (including hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, locks, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), creed, color, religion, national origin, ancestry, sex, sexual orientation, gender identity (including transgender status and gender expression), pregnancy (including childbirth, lactation, and related conditions), genetic information, age (when applicable), military status, disability, marital status, need for special education services, participation in lawful off-duty activities, exercising employment rights protected by law, or any other class or activity protected by law. SCA complies with all state and federal laws concerning its employees. This applies to all employment practices including how SCA hires, trains, promotes, disciplines, terminates and provides employee benefits.

SCA strives to be proactive in preventing discrimination and harassment. SCA will use training to educate employees and students and seeks to create a culture that disincentivizes harassment and discrimination.

SCA is only aware of what is reported or observed. SCA grievance policy outlines the process for filing a complaint. It is imperative that all instances of discrimination, intimidation, harassment, or hostile work environment are immediately reported to be

investigated. Additionally, all SCA employees who become aware of violations of this policy have the obligation to report the conduct to the administrator or board of directors.

To the extent permitted by law, any person who knowingly or recklessly makes a false report of discrimination or harassment shall be subject to disciplinary action, which may include, but is not limited to, termination.

To the extent required by law, SCA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to SCA.

See section 4.3 below for additional information on reporting discrimination and harassment.

3.4. NON-DISCLOSURE/CONFIDENTIALITY

Employees are responsible for adhering to all state and federal regulations governing student and employee information including the Family Education Rights and Privacy Act of 1974 (FERPA). Employees who improperly use or disclose confidential school, student and/or business information will be subject to disciplinary or legal action and/or immediate termination from employment (without regard to whether not there were personal benefits from the disclosed information). This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

3.5. AT-WILL EMPLOYMENT OFFER LETTERS

SCA employees will generally receive an at-will employment offer letter that summarizes the essential duties and information pertaining to their at will employment for the current (or upcoming) school year. This document is not intended to be a contract or guarantee of employment, but rather, it serves to summarize the mutual understanding between the parties. All SCA employees are “at-will” employees. SCA employees have no legal right to any guarantee of continued employment.

3.6. EMPLOYEE ORIENTATION

Orientation is a mandatory process that is designed to make the new employee feel welcome, comfortable with the SCA environment, and informed about the school. To the extent possible, initial orientation will begin the process of preparing the new employee for his/her position. It will generally be scheduled at the beginning of each school year. It will include an overview of the school history, an explanation of the SCA Core Values, Vision, Mission, goals, objectives, and our policies and procedures.

3.7. FINGERPRINT/BACKGROUND CHECKS

Upon being offered a position and accepting that position, all new SCA employees must complete a fingerprint background check that will be submitted to the Colorado Bureau of Investigation. This must be completed by the new employee no later than the third day of employment and may be required before employment begins. SCA covers the cost of this background check. However, SCA does not cover the cost of fingerprints, which is the responsibility of the employee. Information obtained through this initial post-offer check, or subsequent checks, may result in disciplinary action or immediate termination. If results are found to be of concern, the new employee will be informed of the issues and given the opportunity to provide supplemental information in writing.

Employment with SCA is contingent upon the successful completion of a background check and all employees are responsible for notifying SCA of any changes in the employees' background and criminal records within five (5) business days of the change. Failure to do so may result in termination of employment.

SCA employs only United States citizens and those non-U.S. citizens currently authorized to work in the United States, in compliance with the Immigration Reform and Control Act of 1986. Each employee must, no later than the third day of employment, complete and submit an I-9 DHS Employment Eligibility Form and present originals of the required documentation that establishes identity and employment eligibility. Failure to do so will result in immediate termination of employment.

3.8. LUNCH AND PREP PERIOD BREAKS

All SCA employees are allowed and encouraged to take a lunch break, which may be used for personal business. Teachers are also allowed to have prep time during the school day. This prep time should be used for grading and to prepare for future classes and should not be used for personal business. Non-exempt full-time employees must clock out in EMS if they choose to take the lunch break that is available.

Check with your supervisor regarding procedures and schedules for rest and meal breaks. SCA requires employees to accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your supervisor know; in addition, notify your supervisor as soon as possible if you were unable to or prohibited from taking an uninterrupted meal or rest period.

SCA, employees are entitled to an uninterrupted and duty-free unpaid 30-minute meal break for all shifts exceeding five consecutive hours. If practical, these meal breaks will be at least one hour after the start and one hour before the end of the shift. If this is not possible or is impractical, you will be permitted to consume an "on duty" meal while performing your work duties, and this meal period will be paid. Additionally, you are entitled to a paid 10-minute rest period for each four hours of work, or major fraction thereof, as follows:

Periods Required	Number of rest breaks
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

Rest periods must be in the middle of each four-hour work period unless it is impractical. It is not necessary that you leave SCA property for a rest period. Rest periods will be 10 minutes unless otherwise provided by applicable law.

Required rest periods are "time worked" for the purposes of calculating minimum wage and overtime obligations.

3.9. PERSONNEL FILES AND DATA CHANGES

To the extent required by law, SCA will allow employees access to their personnel files, upon written request, during normal business hours. Personnel files include home addresses, telephone numbers, financial information and other information maintained because of the employer-employee relationship. Files for payroll, personnel files, and general employment purposes will be kept at the SCA office. Employees who wish to review a document in their file should contact the SCA Executive Director or the Director of School Services in accordance with the Colorado Open Records Act. The SCA office, with the Director of School Services, will keep employee personnel files confidential in accordance with applicable laws. It is the responsibility of each employee to promptly notify the SCA Executive Director or the Director of School Services of any change in personal data such as but not limited to a change of address or name change.

SCA maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

3.10. INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt school operations. The decision to close the school is made based on the applicable school policy. Time off from school due to inclement weather/emergency closing will be unpaid for part-time employees. In the event that it is unsafe for staff and students to be physically in the school building, staff and students will be expected to move to SCA's online learning platform for the day(s) impacted. This will ensure that instruction can continue with SCA students in a safe environment.

3.11. EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

The SCA evaluation process is not intended to create expressed or implied contractual rights, property rights, or due process rights, or to otherwise modify the employment at-will relationship. The evaluation process may be modified by SCA at any time and in some instances may not be used.

An employee's performance review and planning sessions may have a direct effect on their continued employment and future compensation. It is important for employees to prepare for these reviews carefully and to participate in them fully.

3.12. CORRECTIVE ACTION

SCA holds each of its employees responsible to maintain our work rules and standards of conduct. When an employee deviates from these rules and standards, corrective action may be taken. Any infraction deemed sufficiently serious by SCA based upon the facts and circumstances of the particular case, may result in suspension, administrative leave with or without pay, or immediate termination from employment.

SCA is not required to utilize progressive or any other form of phased discipline in any case and may elect to move immediately to termination at its sole discretion in response to any particular transgression. SCA may utilize disciplinary measures other than those referenced above and may modify the above procedures as it deems appropriate. SCA will not interfere with employee rights under state or federal law.

3.13. EMPLOYMENT TERMINATION – VOLUNTARY AND INVOLUNTARY

Employees who are terminated from employment for voluntary or involuntary reasons must turn in all SCA property upon leaving. Such property could include but is not limited to: keys to any SCA facility, desk, and file cabinets; ID cards; electronic devices,

and electronic and paper records of grades; electronic and paper records of student coursework and advising notes. The individual's immediate supervisor has the right to review any property the individual wants to take with them to be sure no SCA proprietary or confidential items leave with that individual. It is the exiting employee's responsibility to provide SCA with a current mailing address, phone number, and email address for the purposes of necessary future contact.

All resignation offers of notice should be sent to ccompton@district70.org. SCA appreciates all the offers of notice and because SCA maintains the 'at will' relationship, the school administration maintains the right to decline the offer of notice if the offer interferes with the day to day operations of the school. In such cases, the employee's last day will be an earlier date than stated in the offer of notice as determined by the school administration.

Resignation does cause a disturbance to SCA and its ability to provide for its students. If an employee resigns during the school year, eligibility for re-employment may be restricted.

Upon separation of employment from SCA, employees will only be paid for the days they have worked and will be pro-rated.

3.14. SAFETY AND ACCIDENT REPORTING

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must report any unsafe condition to their supervisor immediately. All employees are covered by worker's compensation insurance for job related injuries or illness.

Employees must report any work-related injury or illness to his/her supervisor as soon as it happens, regardless of how minor it may appear. Barring a life-or-limb threatening medical situation, medical bills may not be covered unless you use the SCA designated provider to evaluate any potential worker's compensation claim. Employees can access a full list of providers on the AmTrust website at <https://www.talispoint.com/amtrust/external/>. The most commonly used providers for worker's compensation evaluations and treatment in our area are:

SOUTHERN COLORADO CLINIC-- OCCUPATIONAL MEDICINE	3676 PARKER BLVD STE 220 PUEBLO, CO 81008	719-553-2207
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CONCENTRA MEDICAL CENTERS--CO-PUEBLO	4117 N ELIZABETH ST PUEBLO, CO 81008	719-545-0788
CONCENTRA MEDICAL CENTERS--CO-PUEBLO OUTLOOK BLVD	4112 OUTLOOK BLVD STE 325 PUEBLO, CO 81008	719-562-6300
SUMMIT PRIMARY CARE--PUEBLO	1120 MINNEQUA AVE PUEBLO, CO 81004	719-281-3285

If an unauthorized medical provider treats an employee, the employee will be responsible for payment for said treatment.

3.15. SIGNIFICANT RISK ISSUES

Employees who become aware of any safety, security, or health-related issue that may pose a significant risk to the safety, security, or health of the employee themselves or to others at SCA have a duty to notify their supervisor as soon as the employee becomes aware of this significant risk. A written “permission to return to work” note from the employee’s doctor may be required by SCA before an employee who was absent from the workplace because they represented a health risk to others is allowed to return to duty. SCA may also require that the employee provide consent to communications between SCA and the employee’s doctor concerning fitness for duty issues when there is a significant risk of exposure to other employees or students.

3.16. SUPPLIES AND EXPENDITURES: OBLIGATING THE SCHOOL

Swallows Charter Academy operates on an approved budget. All purchases must be made using the established purchasing procedures and policies and approved by the SCA Director of School Services. All purchases must be pre-approved using the appropriate forms and must have the required approvals before making any commitment on behalf of SCA to any vendor, supplier, store, or person. Any purchases made independent of this process will be the full responsibility of the purchaser and will not be paid for or reimbursed by SCA.

3.17. VISITORS IN THE SCHOOL/WORKPLACE – SAFETY FIRST

To provide for the safety and security of employees, visitors, students, and the facilities at SCA, only authorized visitors are allowed in the school. There is a check-in and check-out process for visitors to the school that must be followed at all times.

Employees must become familiar with the process. Visitor badges must be in full view at all times. If an employee sees a suspicious person in or near the school campus, they must notify the SCA Executive Director or Director of School Services immediately.

3.18. ROMANTIC RELATIONSHIPS AT WORK

SCA does not interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of SCA. However, no person in a management or supervisory position shall have a consensual romantic or dating relationship with an employee whom he or she directly supervises or whose terms or conditions of employment he or she may influence (examples of terms or conditions of employment include promotion, termination, discipline, and compensation). Individuals involved in a workplace relationship may be asked to sign a document acknowledging that their relationship is entirely consensual and free from coercion and harassment.

Consensual relationship shall mean and refer to any relationship, either past or present, which is romantic, intimate, or sexual in nature and to which both parties consent or consented. This includes marriage.

Exercise(s) authority shall mean and refer to evaluating, providing oversight, supervising, academic advising, mentoring, coaching, counseling, providing extracurricular oversight, and/or otherwise participating in or influencing votes or decisions that may reward or penalize a subordinate employee.

Employees are expected to conduct themselves in a professional manner at all times. Workplace dating or romantic relationships must not interfere with any employee's professionalism, including treating others with respect and refraining from behavior that may make others feel uncomfortable.

An employee shall report immediately to his or her supervisor or administration the following:

- Past or present consensual relationships with a subordinate employee over whom the supervising employee exercises authority. An employee who is the subordinate employee in a consensual relationship is also encouraged to report that relationship to the supervisor of the individual with whom he or she is involved.

Within fifteen (15) working days of receiving a report of a consensual relationship, the supervisor shall consult with his or her supervisor to develop a plan to manage or eliminate conflicts of interest and mitigate adverse effects on the involved parties and other third parties. This plan shall document in writing the actions that shall be taken, including one or more of the following actions:

- Transferring supervisory, decision-making, evaluative, academic, and/or advisory responsibilities;
- Providing an additional layer of oversight to the supervisory role;

- Transferring one of the individuals to another position; and/or
- Taking any other action reasonably necessary to manage or eliminate the actual or potential conflict of interest and/or mitigate adverse effects.

Every effort should be made to preserve confidentiality, sharing names and pertinent information only with individuals directly involved in these actions and only as necessary.

If an employee has a consensual relationship with another employee who is not a subordinate, then he or she shall refrain from participating in or influencing votes or decisions that may reward or penalize that employee (such as votes or decisions regarding salary or promotion).

A violation of this policy may lead to disciplinary action, as permitted by SCA policy and law, up to and including termination of employment. Retaliation against persons who report concerns about consensual relationships is prohibited and constitutes a violation of this policy.

SECTION 4 - STANDARDS OF CONDUCT

SCA regards these work rules and standards of conduct very seriously. Employees are expected to faithfully follow the rules and standards while doing their own jobs and conducting the school's business. Employees are expected to help each student realize his or her potential as a productive member of society. Employees will maintain professional relationships with students and their families and will maintain the confidentiality of information about students (or their families). There is also an expectation that employees are aware that even when not directly performing their duties, their behavior in public may be subject to criticism and reproach should that behavior not be in keeping with the expectations of someone involved in SCA.

The SCA administration expects that the employees of SCA strive to set the kind of example for students that will serve them well in their own conduct and behavior. Every employee is expected to act in a professional, reasonable, and courteous manner at all times. Clearly, such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive. Moreover, inappropriate conduct is cause for discipline, up to and including immediate termination.

4.1. EMPLOYEE MISCONDUCT

The following list contains examples of actions that are considered misconduct while on duty either on or off school property. The list, which is not all inclusive, is as follows:

Off Duty Conduct

The personal life of an employee will be of concern and warrant the attention of the Administration only as it may directly prevent the employee from effectively performing assigned functions during duty hours, or as it violates local, state, or federal law or SCA policy.

Nothing in this Handbook is intended to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees from exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

Attendance

- failing to demonstrate regular and prompt attendance at work
- being absent without approval;
- using time granted for leave, planning, and workshops for purposes for which it is not intended.

Insubordination

- refusing to follow the reasonable directions/instructions of administration or SCA Policy;
- failing to conduct themselves in a professional manner and/or as directed by SCA policy when addressing grievances with administration.

Abuse

- using obscene language, gestures, or images in the presence of students or employees;
- fighting or the deliberate harming of another or the threat of fighting or harm;
- failing to maintain an appropriate professional relationship with a student or employee.

Criminal Behavior

- having any attempted or actual sexual interaction/activity with a student;
- being under the influence of alcohol, illegal drugs, or abusing/misusing legal drugs;
- possessing weapons on school property.

Intimidation

- behaving in any inappropriate manner which adversely affects the employee's ability to perform his/her duties;
- bullying behavior.

Confidentiality

- furnishing information or lists regarding students or parents to anyone selling materials or services;
- discussing any employee or student disciplinary action with individuals other than those with direct involvement (except where permitted by law);
- sharing of employee or student personal information obtained in a professional mentoring relationship, except that in the event that information disclosed may be deemed harmful in nature to either party or another person.

4.2. ATTENDANCE, ABSENCE REPORTING AND PUNCTUALITY

SCA expects employees to be reliable and punctual in attendance. SCA's teacher

workday begins at **7:05AM and ends at 3:45PM**. On occasion, staff will be expected to stay past 4:00 p.m. for staff meetings, PLC Team meetings, and additional training for state testing. A request must be submitted into the Employee Management System for approval before a planned absence, except as provided by law. Exceptions may be made to this notice period at the discretion of the supervisor.

If the employee is unable to report for work on time, they must notify their supervisor before the regular starting time. The employee is responsible for speaking directly with their supervisor about an anticipated late arrival.

If the employee will be unable to work at all on a given work day due to illness or an accident, it is the employee's responsibility to notify their supervisor and the substitute scheduler prior to 6 a.m. that work day if possible.

Teachers or any staff member assigned to a classroom, hall, or cafeteria must monitor SCA students at all times during the assigned time period. If the employee must leave a classroom (or the hall or the cafeteria) at any time during the assigned time period for a non-emergency situation, it is their responsibility to arrange for a substitute for the class or observation period.

In the case of any emergency that requires the employee to step away from monitoring student activity, the employee must notify their supervisor and they will arrange coverage for the employee.

4.3. HARASSMENT

SCA is dedicated to the principles of equal employment opportunity and strives to be proactive in preventing discrimination and harassment by creating a culture where free reporting, discussion, and exposure of discriminatory, harassing, and unfair employment practices are encouraged. From time to time, SCA will use training to educate employees about what constitutes discrimination and harassment and the harm it can cause to individuals and SCA. In accordance with applicable Colorado law, SCA will not permit any "unwelcome harassment" and encourages employees to report all "unwelcome harassment" to the Executive Director or the Director of School Services. Employees should not wait until the harassment becomes severe or pervasive.

For purposes of this policy and employment at SCA, "harass" or "harassment" means to engage in, or the act of engaging in, any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual's or group's membership in, or perceived membership in, a protected class, or taking part in a legally protected activity, as described herein, which conduct or communication is subjectively offensive to the individual alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected class. The conduct or communication need not be severe or pervasive to constitute a discriminatory or an unfair employment practice and is a violation of law and this policy if:

(l) Submission to the conduct or communication is explicitly or implicitly made a term or

condition of the individual's employment;

(II) Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual; or

(III) The conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

In accordance with Colorado and federal law, discrimination and harassment are prohibited against people based on their membership in the following protected classes or because of their participation in an action protected by law; age (as applicable), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related conditions), race (including hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, locks, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), national origin, disability, creed, religion, genetic information, ancestry, military or veteran status, marital status, lawful off-duty activities, or any other status or activity protected by federal, state, or local laws. SCA is dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as students, guardians, customers, clients, vendors, consultants, etc.

While it is not possible to list all the circumstances that may constitute workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- • The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- • Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- • A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Further, SCA prohibits sexual harassment and inappropriate sexual conduct. Sexual harassment has the same meaning as harass or harassment above, but is based on a person's sex, sexual orientation (including transgender status, gender identity or expression), or sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Again, while it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples

of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or physical appearance;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to SCA or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Complaint / Reporting Procedure

If an employee believes they have been unlawfully harassed or subject to discrimination or retaliation, the incident should be reported as soon as possible after the incident, either orally or in writing, to their supervisor, the SCA Executive Director or the Director of School Services. The complaint should include as many details as possible to investigate the incident including: the names of the individuals involved and the names of any witnesses. Employees are also required to report harassing, discriminatory, or retaliatory conduct that the employee has witnessed or observed, immediately to administration. SCA will thoroughly review all complaints and determine what action should be taken.

Any employee determined by SCA to be responsible for harassment may be subject to disciplinary action, immediate termination, or other action deemed appropriate by SCA.

SCA will not tolerate retaliation for opposing harassing or discriminatory behavior, for reporting instances of harassment or discrimination, or for providing statements or evidence related to alleged harassment or discrimination. Supervisors or management may not retaliate against a victim, reporter, or witness of harassment or discrimination because of his or her report or other participation in a harassment or discrimination investigation. Any suspicion of retaliation should be reported immediately to the SCA Executive Director or the Director of School Services.

Optional/Suggested Conflict Resolution Process

From time to time disagreements can arise with school colleagues. This resolution process outlined below could be one way to reach a resolution. Employees may find this process helpful in resolving disagreements; however, this process is entirely optional.

- 1.) Go to the individual with whom you have an issue and discuss the problem.
- 2.) If this effort fails to solve the issue, go to your supervisor with the problem.
- 3.) If, after these steps, you still do not think a resolution has been reached, employees may choose to contact the SCA Executive Director or the Director of School Services.
- 4.) Employees may also freely bring employment policy issues and complaints about their wages, hours and working conditions to the SCA Board of Directors on behalf of themselves and other employees.

SCA Civility Guidelines for Staff

All SCA employees must adhere to the SCA Civility Policy. It is the intent of the SCA Board and administration to promote mutual respect, civility, and orderly conduct among employees. SCA employees are responsible for maintaining a safe, harassment-free workplace for teachers, students, administrators, staff, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school Board encourages positive communications and discourages volatile, hostile, or aggressive communications or actions.

All SCA employees bear the responsibility of keeping our work environment free from discrimination, harassment, violence, or potential violence. Any employee who witnesses or is the recipient of discriminating, harassing, or violent behavior should promptly inform their SCA Executive Director or the Director of School Services. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in harassment or violence against SCA, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

- **Expected Level of Behavior:**
 - School personnel will treat parents, students, and other members of the public with courtesy and respect;
 - Parents and visitors will treat teachers, students, administrators and other SCA employees with courtesy and respect.
- **Unacceptable/disruptive behavior: Disruptive behavior includes, but is not necessarily limited to:**
 - Behavior which interferes with or threatens to interfere with the operation of a classroom, and employee's office or office area, areas of school or facility open to parents/guardians and the general public;

- Using loud and/or offensive language, swearing, cursing or display of temper;
- Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation;
- Damaging or destroying school property;
- Any other behavior that disrupts the orderly operation of a school, classroom or any other school facility that restricts SCA's ability to provide a safe and appropriate education to SCA students; and
- Abusive, threatening or obscene communications regardless of forum.

4.4. TELEPHONE, COMPUTERS, NETWORK AND SCA EQUIPMENT

SCA's telephones, computers, network and other equipment are exclusively SCA property and intended for the use of serving our students and parents and in conducting the school's business. All SCA property and network systems, including email, are subject to monitoring at all times. Employees have no expectation of privacy while using them or personal property to conduct company business.

4.5. DRUG-FREE WORKPLACE

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or any other substance that may impair the employees' ability to perform essential job duties is prohibited. This includes working after the apparent use of marijuana. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on SCA premises or while conducting SCA business is prohibited. Such conduct is also prohibited during non-working time to the extent that, in the opinion of SCA, it impairs an employee's ability to perform on the job or is related to SCA's education mission and the employees' job duties.

SCA at times may use drug searching dogs or other means to detect the presence of alcohol and controlled substances. SCA maintains an interest in protecting students and employees and shall conduct searches of any and all property on SCA property or at SCA events. SCA property including lockers, desks, and classroom storage areas may be subject to search at any time.

Employees convicted of controlled-substance-related or alcohol-related violations, including DWI or DUI or pleas of no contest, must inform SCA within five days of such conviction or plea.

Transportation employees are subject to all Department of Transportation mandates for drug and alcohol testing. All other employees will be subject to post-accident, reasonable suspicion, return-to-duty and follow-up testing upon selection or request of management.

4.6. TOBACCO PRODUCTS

The use or possession of tobacco products in any format, including electronic nicotine delivery systems, are not permitted anywhere on SCA property, nor are they allowed within a 100-yard radius of school property. This prohibition applies to all parking areas and vehicles parked therein, and while on school buses or other forms of school transportation. This prohibition also applies to any school sponsored activities including field trips.

Tobacco does not mean any product that the Food and Drug Administration has approved for use as a tobacco use cessation product.

4.7. ELECTRONIC COMMUNICATION AND ACCESS POLICY

The goal of SCA in providing electronic communication and access to resources to students and staff is to: a) provide access to a wide variety of information resources; b) teach information literacy; c) facilitate resource sharing; d) promote innovative instructional practices, strategies, and activities; e) improve communication; and f) prepare students for the challenges of the future. SCA will use electronic resource filters, which are, among other things, designed to block access to objectionable sites, inappropriate materials and materials which may be harmful to minors or deemed inappropriate to view in the context of an educational setting.

Definitions

Electronic mail is an electronic message that is transmitted between two or more electronic devices whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval, sharing, or archiving.

Prohibited Uses

Use of SCA's electronic communication and access resources must be: a) approved SCA platforms; b) primarily supportive of educational and administrative objectives; c) primarily consistent with the mission and curriculum of SCA; and d) primarily used for school-related purposes. However, SCA will allow use of the email system by employees during non-working time, for school-related purposes.

Any use of electronic communication and access to resources for illegal, obscene, pornographic, or other inappropriate purposes, or in support of such activities, is strictly prohibited. When accessing or creating Internet web sites, users will follow established regulations as set forth by SCA in its COMPUTER, NETWORK AND INTERNET USAGE policy. An acknowledgment of this policy must be signed and placed in the employee's personnel file.

SCA reserves the right to access, retrieve, print, read, disclose to third parties or otherwise monitor: 1) all messages, including personal messages, that are sent or received through its e-mail system; 2) all sites visited and files downloaded from the

Internet; and 3) all other uses of SCA's electronic communication, and access resources.

4.8. PARKING/PERSONAL PROPERTY ON SCHOOL GROUNDS

Employees who bring personal property to school, including but not limited to automobiles or other means of transportation, do so at their own risk and such items are subject to search per SCA policy and law. SCA and the schools are not financially responsible for any loss or damage to personal property for any reason.

4.9. MEDIA COMMUNICATIONS

An employee may not speak to the news media and represent themselves as an official or unofficial spokesperson of the school without prior written approval from the Executive Director. All inquiries from the media must be referred to the Executive Director or designee. Should an employee receive a media inquiry, he/she must respond, "I have no authority to respond to your request as a representative of Swallows Charter Academy. You should refer your questions to the Executive Director."

SECTION 5 - WAGE AND SALARY POLICIES

5.1. WAGE OR SALARY DETERMINATION

Salary will be determined on the basis of job performance, adherence to school policies and procedures, the ability to meet or exceed duties per the position job description, and the achievement of performance goals within budgetary limits.

5.2. TIMEKEEPING – NON-EXEMPT EMPLOYEES

Accurately recording time worked is required of each hourly non-exempt employee. Time worked is the time actually spent performing assigned duties. Employees do not need to deduct their ten- minute breaks from their hours worked, but should not count their lunch break as hours worked. SCA may review hours worked throughout the month.

5.3. OVERTIME – Applies Only to Non-Exempt Employees

All overtime must be approved in advance, in writing, by the SCA Executive Director or Director of School Services, whenever possible. Overtime worked without prior authorization may result in disciplinary action or immediate termination from employment. Overtime compensation is paid in accordance with applicable laws.

5.4. PAY PERIODS AND PAY DAYS

Salaried Exempt: Salary herewithin is defined as, the projected annual earnings based on the scheduled workdays as outlined within the Employee's offer letter. The amount that salaried exempt employees receive in each paycheck is determined by dividing their salary by 12 months. As a convenience to our salaried exempt employees, they

will receive 1/12th of their salary at the end of each month.. In the event the full amount of hours or days shown on the current offer letter is not worked, then the Employees salary shall be reduced to reflect the accurate time worked. .

Full-Time Hourly Non-Exempt: The monthly amount paid to full-time hourly non-exempt employees is calculated by taking the number of hours they are projected to work within that month times their hourly wage rate. The number of hours they are projected to work each month that school year is listed on the offer letter for the school year.

As a convenience to our full-time hourly non-exempt employees, they will receive 1/12th of their projected annual pay at the end of each month, without regard to the number of scheduled workdays, weekends or holidays in the month. June and July may have some non-working days for some full-time hourly non-exempt employees. This may result in an overpayment of wages, in the event the full amount of hours or days shown on the current offer letter is not worked, the Employees check shall be prorated to reflect actual time worked.

If there are variances in hours worked for any given month for a full-time hourly non-exempt employee, then the appropriate deduction of 1) time not worked and/or 2) overtime pay for hours worked in excess of 40 hours in a work week will be adjusted by payroll at the end of each month. Any adjustment will be based on the timesheets for each week for the month that are submitted by the full-time hourly non-exempt employee. The pay period for hourly non-exempt employees begins on the 21st of one month and ends on the 20th of the following month, to be payable on or about the 26th day of that month.

Pay Schedule: Paychecks are distributed and direct deposits are made on or about the 26th day of each month. In the event that a regularly scheduled payday falls on a weekend or holiday, paychecks will be issued on the preceding business day. SCA requires all employees to have their pay directly deposited to their bank account.

5.5. BENEFITS AND SERVICES

SCA reserves the right to change, withdraw or supplement its employee benefit plans with or without advance notice to affected employees. This Handbook does not contain the terms and/or conditions of any employee benefits. It is intended to provide a broad overview. Refer to the individual benefit plan documents for details.

Deductions from employees' gross pay period earnings are of two types: mandatory and voluntary. Mandatory deductions are those required by law, court order or other legally compelling influence on payroll. SCA is required by law to make the following deductions from an employee's paycheck:

- Federal Income Tax
- Colorado Public Employees' Retirement Association (PERA)
- State Income Tax
- Medicare

- Court-Ordered garnishments (when required by law)

The amount of tax deductions depends on the employee's income level, marital status, and the number of allowances the employee claims on the W-4 form.

Voluntary deductions may be requested by the employee to be made on their behalf and may include family medical and/or dental insurance, retirement contributions, deductions for damaged or lost property, etc. Additional voluntary deductions will not be made without the employee's written request or authorization, and advanced approval from Administration.

Full-time employee group medical insurance

Subject to participation requirements, SCA currently offers health insurance programs for school year and annual full-time employees. Coverage begins on the first of the month following the employee's date of hire.

- Employees may elect to add their qualified family members to their medical coverage.
- Employees are responsible for 100% of premiums for spouse and/or dependent coverage.
- Employee contributions to insurance premiums (if any) are deducted from each monthly paycheck for the upcoming month.

COBRA benefits

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under SCA's health plan when a "qualifying event" would normally result in the loss of eligibility.

Under COBRA, the fee charged for coverage is equal to the full cost of coverage at SCA's group rates plus an administration fee. In the event that an employee becomes eligible for coverage under SCA's health insurance plan, SCA provides the eligible employee with a written notice describing rights granted under COBRA. The notice contains important information about the employee's rights and obligations, along with the cost to the employee.

Tax withholdings

SCA withholds income tax from all employees' earnings based on the W-4 the employee has on file. SCA also participates in State of Colorado and Medicare withholding and matching programs as required by law.

PERA and PERA 401(k) plan

All SCA employees are automatically enrolled in PERA with no option to deny this

benefit. Each employee is set up with PERA under a Defined Benefit (DB) account, which provides valuable benefits for your retirement. Employees contribute 11.00% of their base salary into PERA, whereas SCA contributes 21.90% of employees' salary into PERA. Employees may elect to enroll in the PERA 401(K) plan and make a pre-tax payroll deduction. SCA provides newly hired employees with the forms to sign up for these programs. See www.copera.org for more information.

5.6. MILITARY SERVICE

Leaves of absence without pay for military or reserve duty are granted to the employee who is eligible under applicable federal and state law. The employee must submit copies of his or her military orders to their supervisor as soon as possible. This applies to those called to duty and those who volunteer for active military duty or to attend reserve or National Guard training. If the employee is a reservist or a member of the National Guard, they are granted time off without pay for required military training. Their eligibility for reinstatement after their military duty or training is completed is determined according to applicable federal and state laws.

5.7. JURY AND WITNESS DUTY

Full-time, part-time, and temporary employees who are summoned to jury duty or witness duty will be paid their salary by SCA not to exceed fifty dollars (\$50) per day during their active period of jury duty, up to a maximum of three (3) work days per calendar year. The employee is permitted to retain any allowance they receive from the court for such service. To qualify for jury duty or witness duty leave, the employee must submit a copy of the summons to serve to their supervisor as soon as it is received. In addition, proof of service must be submitted to the supervisor when the period of jury or witness duty is complete.

5.8. ANNUAL LEAVE

Full-time employees will be credited ten (10) days totaling eighty (80) hours of leave for the calendar school year, after being employed with SCA after 30 business days. No more than one (1) hour for every thirty (30) hours worked may be taken within the first 30 business days. Leave may be taken in hourly increments. Exempt (certified) employees that use leave time may not conduct SCA business while taking annual leave.

It is requested that employees give administration as much advance notice as possible before taking leave to minimize the significant interruption caused to SCA operations and students. Please call the secretary before 5:30 AM or the night before to secure a substitute teacher. When leave is foreseeable employees must provide substitute lesson plans when absent.

Up to ten (10) days for a total of 80 hours of Annual Leave is allowed to rollover from year to year, however, no more than twelve (12) days of leave may be taken in one school year. Any additional annual leave must be requested and approved by

Administration. Annual leave is not paid out upon separation and may not be used for absences covered by workers' compensation insurance. An employee must exhaust all Annual Leave at the start of any FMLA leave. Excessive absenteeism may result in corrective action. An employee who fails to provide advance notice of an absence or fails to notify SCA within 72 hours of an unforeseen absence will be considered to have abandoned their position and may be terminated for job abandonment.

Year-round employees are responsible for scheduling their vacation, in advance, with Administration and must receive Administration's approval. Vacations are scheduled in a manner that minimizes interruptions to SCA operations.

In an effort not to disrupt SCA operations unnecessarily, Annual Leave shall not be taken on the last day before or the first day after a holiday break; the first or the last day of the teacher contract year or period of school intermission; or during mandatory state testing, except in emergency situations where advance notice is not possible.

Restricted days:

- First and last day of school for teachers
- Calendar defined transition days for students
- Calendar defined all students begin and end dates
- Day before and after Labor day
- Day before and after Thanksgiving break
- Day before and after Christmas break
- Day before and after spring break
- Day before and after Memorial day
- Specific state and district mandated testing days
- Professional development days

An absence of four (4) or more consecutive workdays may require documentation.

5.9. ADMINISTRATIVE LEAVE

SCA may place a staff member on administrative leave with or without pay at its discretion. Such leave is to be used in circumstances when the health or safety of any staff member or of any person or property entrusted to the staff member's care could be adversely affected or during an administrative investigation as determined by the Executive Director. If paid, compensation for administrative leave will be equal to the employee's base rate of pay. The length of such leave is solely at the discretion of the school. Employees may also be disciplined, including possible termination, for failing to cooperate during the investigation.

When placed on administrative leave the employee must comply with all SCA rules and regulations. If directed by the Executive Director or designee, employees must turn in all SCA property, including cars and IT equipment as directed by the Executive Director or designee. SCA staff accounts will also typically be suspended during the leave period.

5.10. FAMILY AND MEDICAL LEAVE ACT (FMLA) - Overview

SCA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

Eligibility Requirements

Employees are eligible if they have worked for SCA for at least 12 months, and for 1,250 hours over the previous 12 months. Employees must use all available leave while taking FMLA before taking unpaid FMLA.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Benefits and Protections

During FMLA leave, SCA maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, SCA will require the employee to reimburse SCA the amount it paid for the employee's share of the health insurance premium during the leave period.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave. Paid time off benefits do not continue to accrue during FMLA leave.

FMLA Leave for Instructional Employees

- Foreseeable based on planned medical treatment and
- Needed for 20% or more of his or her working days during the period he or she needs leave, SCA can grant the intermittent leave request or provide the employee with a choice between transferring to an alternative position or taking FMLA leave "for a particular duration," i.e., for a set amount of time.

Instructional employees who begin FMLA leave near the end of an academic term may be placed by their employer on leave that extends beyond their requested time off to the end of the school term. "Academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year.

If an employee is required to continue leave until the end of an academic term under SCA's application of this rule, the extended leave period does not count against the number of weeks the employee has available to use FMLA leave, and SCA may not count the employee's time off against him or her for attendance or other purposes. Additionally, the employee has the right to continued group health insurance during the leave extension. The employee also has the right to be restored to the same or equivalent job, including equivalent benefits, at the end of the leave extension.

When instructional employees use FMLA leave near the end of an academic term, different variations of the requirement to extend FMLA leave protection apply depending on when the leave begins:

- **If leave begins more than five weeks before the end of a term.** An instructional employee's leave may be extended to the end of the term when his or her leave begins more than five weeks before the end of the term only if the leave will last at least three weeks, and the employee would return to work during the three-week period before the end of the term.
- **If leave begins during the five-week period before the end of a term.** An instructional employee's leave may be extended to the end of the term when his or her leave begins during the five-week period before the end of the term, only if the leave is for the birth or placement of a child or the care of a family member or covered servicemember and will last more than two weeks, and the employee would return to work during the two-week period before the end of the term.
- **If leave begins during the three-week period before the end of a term.** An instructional employee's leave may be extended to the end of a term when his or

her leave begins during the three-week period before the end of a term, only if the leave is for the birth or placement of a child or the care of a family member or covered servicemember, and the leave will last more than five working days.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post- deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by SCA, or 26 weeks as explained above. SCA uses the 12-month period measured forward from the first day an employee first takes FMLA leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt SCA operations. Leave due to qualifying emergencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with SCA agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

SCA requires employees to use accrued paid leave while taking FMLA leave. Paid (annual) leave used at the same time as FMLA leave must be taken in compliance with SCA’s normal paid annual leave policies. SCA requires the use of all paid leave balances at the beginning of FMLA leave.

FMLA leave is without pay when paid leave benefits are exhausted.

Employee Responsibilities

Employees must provide SCA 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with SCA's normal call-in procedures.

Employees must provide sufficient information for SCA to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; a family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform SCA if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees must provide a certification from a medical doctor supporting the need for leave and may be required to provide periodic recertification of the need. SCA may require second and third medical opinions at SCA's expense. Documentation confirming family relationships, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with SCA attendance guidelines. Employees on leave must notify their supervisor at least two days before their first day of return.

Employer Responsibilities

SCA will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, SCA will provide a reason for the ineligibility.

SCA will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If SCA determines that the leave is not FMLA-protected, SCA will notify the employee.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights. Contact the Director of School Services to discuss your particular situation to see if you qualify to apply for FMLA. You can also go to the Federal Department of Labor, Wage & Hour Division's information at: www.dol.gov/whd/fmla.

5.11. DOMESTIC ABUSE LAW - COLORADO

If an employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse, Colorado Revised Statutes 24-34-402.7 permits that

employee to request up to three unpaid working days or the equivalent number of hours of leave from work in any one twelve-month period without being subject to discipline for such absences to seek protective orders, obtain medical care, secure their home, seek legal assistance, or attend or prepare for court proceedings arising from the crime. Employees must have been employed with SCA for twelve months or more. Available annual leave may be used to cover this type of absence or the employee may elect to go unpaid.

5.12. VOTING LEAVE

On election day, employees are allowed to be absent from work for up to two hours to vote during the time the polls are open unless employment hours on the day of the election are such that there are three or more hours between the time of opening and the time of closing of the polls during which the elector is not required to be on the job. Application shall be made for the leave of absence prior to the day of election. SCA may specify the hours during which the employee may be absent, but the hours shall be at the beginning or end of the work shift, if the employee so requests.

5.13. LEAVE ACCOMMODATIONS FOR NURSING MOTHERS

SCA shall provide unpaid breaks to nursing mothers or allow them to use their paid breaks to express breast milk each day for their nursing children according to state statute.

5.14. DOCUMENTATION REQUIRED UPON RETURNING FROM LEAVE

A written "permission to return to work" note from the employee's doctor may be required by SCA before an employee who was absent from the workplace due to a medical condition is allowed to return to duty. SCA may also require that the employee provide consent to communications between SCA and the employee's doctor concerning fitness for duty issues.

5.15. OTHER PROTECTED LEAVE

Employees may take leave for any reason protected by law.

SECTION 6 - EMPLOYEE COMMUNICATIONS

6.1. STAFF MEETINGS

Staff meetings will be called by SCA. These meetings allow employees to be informed about school issues and activities, changes in the schools, and employee and student recognition. Attendance at staff meetings is mandatory and all full-time staff are required to attend. Part-time staff may be required to attend as well.

6.2. BULLETIN BOARDS

Bulletin boards placed in the staff work areas provide employees access to important

posted information and announcements from SCA and school leadership. All employees are responsible for reading information posted on the bulletin boards by SCA and school leadership.

Federal and state law requires that a school prominently post specific information about employees' rights and mandated laws and rules. These notices are posted in open, accessible areas.

6.3. E-MAIL, PHONE DIALER SYSTEM, SCHOLOGY, POWERSCHOOL, AND SCHOOL NOTICES

Notices are communicated through approved SCA platforms including SCA email and the Swift K-12 (phone dialer system). All staff members are required to check their email at least three times a day during work hours and respond within one business day. All staff members should read and listen to these notices daily, as important information may need to be communicated to staff members immediately, outside the normal workday. For security and safety purposes Employees may only communicate with students, or parents/guardians regarding students, or staff regarding SCA related educational matters, on platforms approved by SCA.

6.4. SOCIAL MEDIA

Social media sites have been used to post assignments, and to get information to students and parents efficiently. Employees must keep personal social media sites separate from the social networking sites used for educational purposes. Employees shall not "friend" or "follow" a student on Facebook, X, or other social networking sites. Employees are not to post on personal networking sites during work hours or use a work computer for extended personal use. Employees may not engage in conduct that is inappropriate or detrimental to students, parents, and other co-workers. Termination could be the result of an employee's social media post(s) if it effects the educational purpose the employee serves at SCA.

SECTION 7 - EXPECTATIONS IN WORKING WITH STUDENTS

7.1. STUDENT RELATIONSHIPS

Employees are expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis. Employees must be mindful of their inherent positions of authority and influence over students. Sexual, romantic, and intimate relationships between employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.

Other actions that violate this policy include, but are not limited to, the following:

- Dating students.
- Having any interaction/activity of a sexual or romantic nature with a student.
- Committing or attempting to induce students or others to commit an illegal act or

act of immoral conduct which may be harmful to others or bring discredit to the school.

- Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- School employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate. Employees must avoid situations in which they are alone with an unrelated student and not observable by other adults or students.
- Employees will adhere to applicable standards of ethics and professional conduct in law.

Complaints and/or concerns regarding alleged violations of this section shall be handled in accordance with SCA policy. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation and may be subjected to disciplinary actions including dismissal and criminal charges.

7.2. PHYSICAL INTERVENTION

In dealing with disruptive students, trained staff may in an emergency and with extreme caution, physically restrain a student, after the failure of less restrictive alternatives (such as positive behavior supports, constructive and non-physical de-escalation, and re-structuring the environment), or a determination that such alternatives would be inappropriate or ineffective under the circumstances. Restraints must never be used as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. School personnel shall: use restraints only for the period of time necessary and using no more force than is necessary; and prioritize the prevention of harm to the student. Staff that have received training, within the scope of his or her employment and as governed by statute, may administer restraints.

Any such acts are not in conflict with the legal definition of child abuse and will not be construed to constitute corporal punishment within the meaning and intention of this policy. Corporal punishment will not be administered to students by anyone at SCA.

7.3. YOUR CONDUCT AND RESPONSIBILITIES

All employees are expected to carry out their assigned responsibilities with conscientious concern. The first responsibility of the instructional staff is the education of the student.

Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all staff:

- Reliability and promptness in attendance at work, meetings, and all assigned duties.

- Support and enforcement of SCA policies and procedures.
- Diligence in submitting required reports promptly no later than the times specified.
- Care and protection of school property.
- Concern and attention toward their own and the school's overall legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
- Conducting yourself with honesty and integrity at all times.

In dress, conduct, and interpersonal relationships, instructional staff should recognize that students are continuously observing you. Your actions and demeanor will be reflected in the conduct of the students. Please conduct yourself accordingly even when you believe you are not being observed by students.

7.4. MOVIE GUIDELINES

For SCA purposes, only movies rated G or PG may be shown without receiving approval from the SCA Executive Director. Home movies, amateur films, PG-13 and R movies, and non-rated films can be shown only with the permission of the SCA Executive Director. The SCA Executive Director reserves the right to preview any films or movies before granting approval for their showing. The use of any movies or clips must support the instructional process and meet curricula objectives.

7.5. REPORTING CHILD ABUSE/CHILD PROTECTION

It is the policy of the Swallows Charter Academy Board that this school complies with the Child Protection Act of 1987.

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall, immediately upon receiving such information, report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system and shall be followed promptly by a written report.

It is not the responsibility of the employee to make a determination if abuse or neglect has occurred. It is not the responsibility of the employee to contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. Sole responsibility to report suspected abuse to authorities lies with the employee.

Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

SECTION 8 – EMPLOYEE RESPONSIBILITIES

8.1. ACCESS TO SCA PROPERTY

SCA reserves the right to access all classrooms, workstations, filing cabinets, desks, and any other school property at its discretion, with or without advance notice or consent. All materials developed by SCA employees as part of their job responsibilities or with SCA resources are the property of SCA. Examples include but are not limited to curricula, lesson plans, resource kits, documents, and databases. These must remain intact and available after the employee's employment terminates. The employee is authorized, however, to keep a copy of their own lesson plans. Destruction of such property without prior approval will result in sanctions appropriate to the situation.

8.2. STUDENT ATTENDANCE & GRADES

Each teacher will take accurate attendance daily. Teachers are responsible for keeping accurate records and properly recording attendance and tardiness for each class period. The attendance for each class period must be recorded in PowerSchool within the first ten minutes of each period. Teachers are responsible for entering current grades in PowerSchool at least **twice a week**.

8.3. PERSONAL APPEARANCE

Work day appearance reflects not only on the individual, but on SCA as well. We expect all employees to take pride in their appearance and strive to achieve a positive educational and business-like image when representing the school. Employees should use good judgment in accordance with the following standards in determining dress and appearance while at work.

It is the intent of the school to establish general guidelines for dress. Employees are asked to comply with the following principles in choosing work apparel that is appropriate to the work being performed:

- Maintain a neat and clean appearance, keeping dress modest and moderately conservative. Tattoos must be covered to the extent possible and facial / nose piercings must be removed.
- Maintain business/professional attire in a manner consistent with work responsibilities.
- Dress as perceived to be appropriate in an educational organization with SCA's unique educational objectives.
- Employees must, at the very least, abide by the student dress code.
- The SCA Executive Director may designate and define what can be worn on casual days.

The following items are not considered business casual and are not appropriate working attire for SCA:

- Spaghetti-strapped shirts

- Tank tops or revealing shirts
- Short skirts or shorts
- Sheer clothing
- T-shirts with offensive language or logos
- Clothes that the students are prohibited from wearing in the dress or uniform code
- Clothing with holes
- Facial piercings
- Large tattoos should be covered as much as possible

8.4. RESPONSIBILITIES AND SPECIAL ASSIGNMENTS / DUTIES

Teachers and teachers' aides will be required to share responsibilities, which will benefit the whole school but not necessarily their specific class. Examples include but are not limited to: recess, car loop, lunch, study hall, and detention monitor duties.

At the end of each day, teachers and their students will be responsible for generally straightening up their rooms and leaving them in neat order. Please see to it that all trash is picked up and desks are in the pattern that was originally set up. Anything that can be done to help the custodial staff save time is appreciated.

8.5. OUTSIDE EMPLOYMENT

Outside employment that constitutes a conflict of interest or interferes with an employee's primary job duties is prohibited. Employees may not receive any income or material gain from individuals outside SCA for materials produced or services rendered while performing their jobs at SCA.

SECTION 9 – ACKNOWLEDGEMENT FORMS

All employees will need to read, sign, and turn in to the SCA Director of School Services during employee orientation, or within three (3) days of being asked by the SCA Executive Director or Director of School Services, various acknowledgment forms.

These include:

- SCA Employee Handbook Acknowledgment
- SCA Employee Computer, Network & Internet Usage Policy
- SCA Safety & Accident Prevention and Emergency Response Plan
- SCA Designated Medical Provider for Work-Related Injuries or Illnesses and Reporting Requirement (includes local information for each campus of SCA)
- SCA Civility Policy
- SCA Honor Code
- SCA Public Conduct on School Property Policy
- SCA Staff Personal Security and Safety Policy

Swallows Charter Academy Employee Use of SCA Technology

(Acceptable Use Agreement)

In order to provide for the appropriate use of Swallows Charter Academy (SCA) network and internet resources and in remaining in compliance with Board of Education policy, the following "Acceptable Use Agreement" has been developed (a copy of this agreement will be distributed for signature before a staff member is issued a network or Internet/e-mail account).

Terms and Conditions

All computers having network or Internet access must be used in a responsible, efficient, ethical, and legal manner. SCA employees are required to use SCA approved devices and programs while conducting matters related to SCA educational related purpose. Failure to adhere to this agreement will result in revocation of access privileges.

1. Acceptable use: The use of SCA network, Internet, or e-mail account must be related to the educational objectives of SCA. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:

- a. copyrighted material;
- b. threatening or obscene material;
- c. materials protected by trade secret;
- d. other materials as outlined by SCA or PSD 70 Board policy(s).

2. Privilege: THE USE OF SCA NETWORK AND INTERNET SERVICE IS A PRIVILEGE, NOT A RIGHT, and inappropriate use will result in a cancellation of those privileges, and may result in dismissal. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required.

3. No warranty: SCA makes no warranties of any kind, whether expressed or implied, for Internet-e- mail service it is providing. SCA will not be responsible for any damages you suffer in using the SCA Internet or e-mail system. This includes loss of data resulting from delays, non-deliveries, mis- deliveries or service interruptions. Use of any information obtained via the Internet or e-mail is at your own risk. SCA specifically denies any responsibility for the accuracy or quality of information obtained through this service.

4. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on SCA network or Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual and notification to the system administrator(s). Attempts to log on to SCA's network, Internet service, or e-mail system as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to

SCA's network, Internet service, and/or e-mail system.

5. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, SCA's network system, Internet service, e-mail system, or any agencies or other networks that are connected to SCA's network, and/or the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, system/security intrusion software, or other unauthorized conduct.

6. Unauthorized costs: Without specific permission from the system administrator, staff members are prohibited from accessing fee services via the Internet/e-mail. If such services are accessed, the staff member will be responsible for any fee or cost involved.

Swallows Charter Academy K-12 Honor Code

WE BELIEVE. . .

- Every person has value and is an integral part of our community

- Our community is strengthened by recognizing, honoring, and respecting human diversity
- Taking responsibility for actions or choices creates individuals with integrity and character
- Innovation and creativity are essential to our future.
- All people have the opportunity to live, learn, work, and play in a safe community
- High standards create excellence

As a member of the SCA K-12 community:

- ***I will*** place the educational welfare and safety of ALL students and staff as the FIRST priority.
- ***I will*** give everyone in the school community respect at all times and help create a welcoming and respectful environment.
- ***I will*** be open, fair, and honest in all communications with other members of the school community.
- ***I will*** respect the rights of others to have and express ideas that differ.
- ***I will*** work within the system's policies, procedures, and chain of command to effect positive change and growth for the schools.
- ***I will not*** disclose or discuss confidential business in public or with anyone not privy to such information.
- ***I will not*** make rude, condescending, unprofessional, discourteous or otherwise socially unacceptable remarks about others in the school community or the school itself.
- ***I will not*** seek personal advantage, or conduct unauthorized business, because of personal relationships with members of the school community.
- ***I will not*** interfere with or disrupt the academic or business environment of the school.
- ***I will not*** put the interests of individuals or groups ahead of the educational welfare and safety of ALL students.

Civility Policy

(Civility-Conduct of Parents, Other Visitors and SCA Employees)

It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among school employees, parents, and the public. It is not the intent of the school Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe-harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school Board encourages positive communication and discourages volatile, hostile, or aggressive communications or action, including on all social media platforms.

1. Expected level of behavior:
 - School personnel will treat parents, co-workers, students, and other members of the public with courtesy and respect;
 - Parents and visitors will treat teachers, administrators, and other school employees with courtesy and respect.
2. Unacceptable /disruptive behavior:
 - a. Disruptive behavior includes, but is not limited to:
 - i. Behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of school or facility open to parents/guardians, and the general public. It also covers areas of a school or facility, which are not open to parents/guardians and the general public;
 - ii. Using loud and/or offensive language, swearing, cursing, or display of temper;
 - iii. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or students, regardless of whether or not the behavior constitutes a criminal violation;
 - iv. Damaging or destroying school or school Board property;
 - v. Any other behavior that disrupts the orderly operation of a school, classroom, or any other school Board facility;
 - vi. Abusive, threatening or obscene e-mail or voice mail messages; or social media posts
3. Parent recourse:
 - a. Any parent who believes he or she was subjected to unacceptable/disruptive

behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor or appropriate director. The parent may report verbally or in writing.

4. Authority of school personnel:

a. Authority to direct persons to leave school or school board premises: Any individual who (1) disrupts or threatens to disrupt school or school operations; (2) threatens or attempts to do or does physical harm to school Board personnel, students, or others lawfully on a school or school Board premises; (3) threatens the health or safety of students, school Board personnel or others lawfully on a school or school Board premises; (4) intentionally causes damage to schools, school Board property or property of others lawfully on a school campus or school Board premises; (5) uses loud or offensive language or who, without authorization, comes to the school or other Board facility may be directed to leave the school or school Board premises by a school's principal, assistant principal, or other administrator. If the person refuses to leave the premises as directed, the administrator or other authorized personnel should seek the assistance of law enforcement and request that law enforcement take such action as is

Authority to deal with persons who are verbally abusive:

If any member of the public uses obscenities or speaks in a demeaning, loud, insulting manner and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civility. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on school or school Board premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed appropriate. If the employee is threatened with personal harm, the employee may contact law enforcement.

Public Conduct on School Property

Persons using or upon school property, including all SCA buildings, parking lots, and any school vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the Executive Director or designee to be in violation of this policy shall be instructed to leave SCA property and law enforcement may be contacted. Any person who has engaged or who school officials reasonable believe will engage in conduct prohibited by this policy may be excluded from school property.

The following conduct by any person is prohibited:

- Any conduct that obstruct, disrupt or interfere with or threatens to obstruct, disrupt or interfere with school operations or any activity sponsored or approved by the school.
- Physical abuse or threat of harm to any person or school.
- Damage of threat of damage to school property regardless of the location, or property of a member of the community when such property is located on SCA property.
- Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.
- Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on SCA property, at school sponsored functions or in any school vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with state law regarding the administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
- Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
- Entry onto SCA buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
- Unlawful use of tobacco.
- Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
- Profanity or verbally abusive language.
- Violation of any federal, state or municipal law of the Board policy.

Staff Personal Security and Safety Offenses against school employees

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student: directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school premises.

1. The teacher or employee shall file a written complaint with SCA administration,

the superintendent's office and the Board of Education.

2. The administration, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the school's attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

Communication of disciplinary information to teachers/counselors

The principal or designee shall communicate discipline information concerning any student enrolled in the school to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.